
Canada-Newfoundland and Labrador (C-NL) Job Grant

Program Guidelines

Advanced Education and Skills
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1. Canada-Newfoundland and Labrador (C-NL) Job Grant

Purpose

The **C-NL Job Grant** is an employer-driven, cost-sharing program that helps employers invest in training for their current or future employees. The grant assists eligible employers to offset the cost of training. The goal is to increase participation in the labour force and to help individuals develop the skills necessary to find and keep a job. An employer can apply for more than one grant; however, the employer can only receive a maximum grant of \$10,000 for *each* employee (training recipient) trained per year.

Employer Eligibility and Contribution Requirements

- **Eligible Applicants** includes individual employers, not-for-profit organizations, industry associations, employer consortia, unions, and Aboriginal governments and organizations.
- Crown corporations, government agencies, boards and commissions, and municipalities **are not eligible**.
- Contribution Requirements for this program are determined based on the size of the business/organization and whether the employees being trained are existing or new.
- The size of a business for costing considerations is based on the overall number of individuals employed with the business, *not* the number of employees at any given location of the business.
 - a small business/organization is composed of 50 employees or less.
 - a large business/organization is composed of 51 or more employees.
- When training either **existing** or **new** employees, a **large business/organization** must contribute at least 1/3 of the Eligible Training Costs.
- For a **small business/organization**, the contribution method changes depending on whether the employees being trained are new or existing.
 - When training **existing** employees, a **small business/organization** must contribute 1/3 of the Eligible Training Costs and up to fifty percent (50%) of this required contribution may come in the form of wages or wage replacement. This scenario is the only one in which wages or wage replacement may be considered an eligible expense.
 - When training **new** employees, a **small business/organization** must contribute a minimum of fifteen percent (15%) of the Eligible Training Costs for any individual grant.
- A “New” employee in the Canada NL Job Grant program is either
 - a potential employee identified by the employer who is currently not employed with the business/organization; **OR**
 - a current employee who has been hired within the 30 days of the C-NL Job Grant application submission date.
 - In either case, the business/organization must provide the Department with a letter of attestation. In the case of training a new employee, the letter must state this employee will be hired as a result of the proposed training provided through the C-NL Job Grant program. In the case of training an existing employee, the letter must state the proposed training is of benefit to the current employee’s development and continuation in employment with the business/organization.

- **The grant maximum is \$10,000 for each training participant per year**, i.e., three participants, maximum total grant is \$30,000 (3 x \$10,000).

Example 1: Small business/organization training an Existing Employee - combined cash contribution and in-kind wage/wage replacement.

*In this example, the cost of the training for the **small business/organization** is \$9,000 per trainee, which includes a maximum of 50% of 1/3 of the cost for employee wages or wage replacement during training. The employer must contribute \$3,000 which in this example is 1/3 of the total training cost of \$9,000; the 1/3 training cost must be a combination of at least half cash (\$1,500) and the remaining portion of the employer's contribution may be made through the payment of wages or wage replacement to the trainee (\$1,500). In this situation, the government will pay \$6,000 which is 2/3 of the total training costs of \$9,000.*

Example 2: Small business/organization training a New Employee – minimum contribution of 15%:

*In this example, the cost of the training for the **small business/organization** is \$10,000 per trainee. The employer must contribute \$1,500 (15%) towards the training of the individual. In this situation, the government will pay \$8,500 (85%) of the training costs.*

Example 3: Large Business/Organization

*In this example, the cost of the training for the **Large Business/Organization** is \$15,000 per trainee. The employer must contribute \$5,000 (1/3 of the total cost per trainee) to the training of the individual and the government will pay \$10,000 (2/3 of the total cost per training) and maximum grant allowable per trainee under the C-NL Job Grant program.*

Training:

- Training is available for EI and Non EI eligible clients.
- Training must not exceed 12 months and must be delivered by a provincially recognized third party training provider. Examples of third party training providers include public and private post-secondary training institutions; private trainers approved and operating in compliance with the Department of AES's Private Training Regulations and Act; product vendors with manufacturer recognized training certifications, i.e., Microsoft Systems, Cisco Systems, etc.; and union based training centers. A list of private training providers can be found on the Department of AES website <http://www.aes.gov.nl.ca/postsecondary/privatedir.html>
- Other industry experts/consultants may be approved to do training as part of the C-NL Job Grant program if it is demonstrated that they are best suited to do the required training and approved by the Department for this pertaining to the specific application to CNLJG.
- Training can be online, classroom or workplace based.
- Training must lead to an available or better job or improved employment situation for the individual being trained.

- Employers are to provide a letter of attestation as outlined in the **Employer Eligibility and Contribution Requirements** section above.
- Employers can apply for an unlimited number of grants, however, an employer can only receive a maximum grant of \$10,000 for each employee (training recipient) trained in a twelve month period.

Eligible costs include only:

- Tuition fees or charges by the training provider.
- Mandatory student fees.
- Textbooks, software, supplies and other required materials.
- Examination fees.

Travel and accommodations related to training **are not eligible** costs under C-NL Job Grant. Refer to eligible costs above.

Information Requirements of Employers and Employees

As part of the administration of the C-NL Job Grant, employers must submit an **Initial Client Contact Form** for all employees trained through funding provided by this program.

Employers must also submit a **Client Consent Form** which outlines the client consent for exchange and release of information between the employee, the employer and the provincial and federal governments.

Submission of these forms is mandatory; this information is required as part of the terms of the **Canada Job Fund** agreement between the province and federal government. These documents must be submitted prior to the disbursement of funds under this program. In large contracts involving large numbers of employees, alternate timing of receipt of this data may be negotiated.

Employers who do not submit these forms will not be funded for the training for the individual(s) being trained.

2. Labour Market Programs Support System (LaMPSS)

The C-NL Job Grant is administered by the Department of Advanced Education and Skills Department using the Labour Market Programs Support System (LaMPSS). LaMPSS is an online system used to administer the department's labour market programs, including the C-NL Job Grant in Newfoundland and Labrador. LaMPSS includes self-serve capability for businesses and organizations.

The **first step** to apply for funding under the department's labour market programs, including the C-NL Job Grant is to **register your organization in LaMPSS**. This is a **one-time process**, required the first time you want to apply for funding for the department's programs using LaMPSS. Once the registration is entered into LaMPSS, your information will be stored.

Depending on a number of factors, including whether the employer is already registered with the Department of Finance, the wait time to receive a LaMPSS Organizational ID, Username and Password can range from two days to two weeks.

The self-serve capability within LaMPSS provides business and organizations the ability to:

- Submit applications for funding online.
- Submit activity and financial reports online.
- View current and past funding agreements and payment history.
- Update your own organization information in LaMPSS online.
- Identify your government contact person for information on your agreement(s) online.
- Receive ongoing user/technical support.

Once registered in LaMPSS, the department will provide you with user access; this provides you with the ability to use LaMPSS self-serve capabilities.

If your organization has not previously registered with LaMPSS, you can do so on-line using the LaMPSS registration form at http://www.aes.gov.nl.ca/lampss_public/index.html .

Once registered, your organization will be provided with user access enabling you the ability to use LaMPSS self-serve capabilities.

It is important that employers read this entire Program Guidelines Document for the C-NL Job Grant program. The information contained in this guide will become part of the contract/agreement between the employer with the Province of Newfoundland and Labrador for the C-NL Job Grant program.

3. Applying for C-NL Job Grant Funding

Applying Online

Once you are registered as a LaMPSS user, you can apply for funding online using the self-serve capability. To apply online go to: http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html

Completing an Application Form

This section provides supporting information that you will need to complete the application form. The preferred method of application is online using LaMPSS; a paper application may be considered depending on the situation but may take longer to process as AES staff will have to enter the information in LaMPSS. If you require assistance, AES staff is available to support and facilitate the online application process with you; please contact us at 1-800-563-6600 for assistance.

Applications must be received at least six weeks prior to the start of training to ensure a timely review and assessment of the request for funding.

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: " Your Organization Name and Training Title"
Agreement Start Date	Provide the proposed start date for project.
Agreement End Date	Provide the proposed end date for project.

Past Agreements

This is to be completed if you have received funding under any AES programs. If have received funding, check YES and list your most recent contract number(s) or past agreement types (i.e., JCP, TIOW, Community Partnerships, etc.) If are unsure of dates or agreements then **do not check yes**.

Project Description

Please provide a brief outline of the project (maximum 300 words).

- Training course information, including detailed description of the training.
- Copy of the quote from the training provider on the cost of the training.
- Training schedule.
- Location of the training.
- Trainer contact information, including name(s) and telephone number(s).
- Itemized budget breakdown.
- Letters from partners confirming financial or in-kind contribution, i.e., other organization or government entity.
- Your organization's mandate whether an Industry Association, Employer, Consortia, union or other.
- Business Plan (if the employing organization has been in business less than a year)

All items noted above **must** be provided as part of your application and **is required** for your application to be assessed.

See the **Supporting Documentation Checklist** below for further help related to required documentation for submission.

Agreement Contact

Provide the appropriate primary contact for your organization including their title and contact information. This contact should be an individual empowered to negotiate this agreement on behalf of your organization. (If you are a registered LaMPSS user this information will be pre-populated on the application, including civic address.)

Project/Training Location(s)

Provide the address information for the location(s) where the project activities will be delivered (up to three (3) can be entered).

Participants

Enter the total number of Project Participants (training recipients) expected to be served under this project.

Project/Training Activities

The table below outlines the required information for each eligible activity for the **C-NL Job Grant** program. These are the set of eligible activities. On your Application Form provide the required information for the training activities that you plan to deliver as part of your project.

You have the option of selecting the following four (4) Activity Types from the drop down box:

1. Skills Enhancement Short Term Training

2. Skills Enhancement Job Specific
3. Skills Enhancement Skilled Trades, And
4. Skills Enhancement Work Place Training.

As an example, if your business requires new staff trained to operate a piece of equipment, this would be considered as one eligible **activity type** – SKILLS ENHANCEMENT SHORT TERM TRAINING.

Your business may also need existing staff trained to use specialized software for inventory control. This would be considered a separate eligible activity under the **activity type** – SKILLS ENHANCEMENT JOB SPECIFIC.

TITLE	
Brief Description	Describe how you plan to deliver this activity and training as part of your project agreement.
Expected Results	Please describe in detail the expected results which may include: <ul style="list-style-type: none"> - Providing new types of training to trainees. - Upgrading skills of training recipients to improve workforce productivity and operational efficiency. - Providing employees, identified as the training recipients, with transferable skills. - Supporting the introduction of new technology, machinery, equipment or new processes.
Where does this activity/training take place	Identify the location for the activity and training.
Expected number of Project Participants/Trainees	Provide the expected total number of training recipients that will participate in the activity and training.
Expected number of Participants (Training Recipients) who will achieve/maintain employment	Please provide the expected total number of new and existing employees, training recipients, who will achieve and maintain employment as a result of the activity and training.
Activity Budget and Costs	Please provide the expected costs for this activity and training.

If more than one training activity has been identified, repeat the above table for *each eligible activity*.

Project/Training Budget

AES requires the budget details on the Itemized Budget Worksheet as listed below. If additional details need to be provided, submit electronically or as an attachment with your proposal in LaMPSS.

All invoices related to the budget categories must be submitted before final payment can be released to the employer / organization.

In order to help determine both the government and employer contribution to a C-NL Job Grant, a Contribution Tool has been developed and is accessible to employers to help calculate contribution amounts for **each training participant** as part of the application process for the program. This

Contribution Tool is available on the C-NL JOB GRANT website:
http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html

The following table outlines all of the eligible cost categories and items for the **C-NL Job Grant** along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each budget category. HST may be calculated and included in each category. Examples of project budgets are provided below.

Eligible Costs Category Table

Budget Category	Eligible Costs
Participant Program Delivery	
Participant	
Tuition	Allowable
Program Materials and Supplies	Allowable
Program Examination Fees	Allowable (<i>include under tuition</i>)
Course Equipment	Please detail equipment needed as it relates to training plan
Course Required Medical	Allowable
Registration	Allowable
Student Fees	Allowable (<i>include under tuition</i>)
Text Books	Allowable
Course Clothing	Detail required clothing as related to specific training need
Trainee Total	
In-kind contribution details	Only to be completed by Small-Businesses and Small-Not-for-Profit Organizations
Wage/Wage Replacement	
Grand Total	

Project Budget Examples

Example 1 – Large Employer: In this example, there is a large employer (51 or more employees) applying for the maximum grant to train one training recipient (employee or new employee) with a training program costing \$15,000. The resulting employer contribution would be \$5,000 cash (1/3 contribution) thereby obtaining the maximum grant of \$10,000. No in-kind contributions are allowed for a large employer.

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Tuition	\$12,000	\$8,000
Materials and Supplies	0	\$0
Course Equipment	\$1,500	\$1,000
Course Related Medical	0	\$0
Registration	\$750	\$500
Text Books	\$750	\$500
Course Clothing	0	\$0
Subtotal	\$15,000	\$10,000
Less: Cash Contributions	\$5,000	
Less: In-Kind Contributions	\$0	
Total	\$10,000	\$10,000
Budget Total	Project Cost	Requested Amount
Subtotal	\$15,000	\$10,000
Less: Cash Contributions	\$5,000	
Less: In-Kind Contributions	\$0	
Total	\$10,000	\$10,000

Example 2 – Small Business/Organization: In this example, there is a small business/organization applying for a training grant to cover training costs for one existing employee; the total cost for all eligible expenses (not including wages/wage replacement) is \$9,000. In this case, the small business/organization is allowed to use an in-kind contribution (wages or wage replacement) for up to half of their required one third contribution which is 1/6 towards the total training costs. The first task is to determine the total cost of the training with the in-kind wages included. The following approach is recommended. Take the total cost of the training, in this case \$9,000 and multiply by 1.2 which equals \$10,800. Using this approach, the employer would be eligible to use up to \$1,800 of wages paid as an in-kind contribution; 1/6 of the training cost which is $\$10,800 \times 1/6 = \$1,800$ toward the training costs in addition to the \$1,800 (i.e., 1/6 of the training cost) in their cash contribution while the government would contribute the remaining 2/3 which would be \$7,200. The government contribution of \$7,200 plus the employer cash contribution of \$1,800 would offset the actual training costs of \$9,000.

In order to complete the LaMPSS entry screen (sample below) the original project costs would all need to be multiplied by 1.2 and the requested amounts would be 2/3 of these inflated project costs.

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Tuition	\$7,000	\$4,666.67
Materials and Supplies	\$1,000	\$666.67
Course Equipment	\$1,000	\$666.67
Course Related Medical	\$1,000	\$666.67
Registration	\$800	\$533.33
Text Books	\$0	\$0
Course Clothing	\$0	\$0
Subtotal	\$10,800	\$7,200
Less: Cash Contributions	\$1,800	
Less: In-Kind Contributions	\$1,800	
Total	\$7,200	\$7,200
Budget Total	Project Cost	Requested Amount
Subtotal	\$10,800	\$7,200
Less: Cash Contributions	\$1,800	
Less: In-Kind Contributions	\$1,800	
Total	\$7,200	\$7,200

Example 3: In this example, there is a small business or organization applying for a training grant for one new employee, the training recipient, with a total cost of \$3,000. The small business or organization is allowed to contribute 15% toward the cost of the training instead of the usual one-third.

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Tuition	\$2,700	\$2,295
Materials and Supplies	\$0	\$0
Course Equipment	\$0	\$0
Course Related Medical	\$0	\$0
Registration	\$0	\$0
Text Books	\$300	\$255
Course Clothing	\$0	\$0
Subtotal	\$3,000	\$2,550
Less: Cash Contributions	\$450	
Less: In-Kind Contributions	\$0	
Total	\$2,550	\$2,550
Budget Total	Project Cost	Requested Amount
Subtotal	\$3,000	\$2,550
Less: Cash Contributions	\$450	
Less: In-Kind Contributions	\$0	
Total	\$2,550	\$2,550

C-NL Job Grant Contribution Tool

The C-NL Job Grant Contribution tool is designed to help employers calculate the employer and government contribution amounts and must be completed for each training participant. The Contribution Tool is accessible is available on the Department of AES website http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html

The Contribution Tool is to be used when calculating the costs for each individual being trained. If a proposed grant includes more than one employee, the Contribution Tool must be used to calculate the cost for each employee.

Legal Signing Officers

Provide the appropriate signing officers for this project; these signing officers must have legal signing authority for your organization.

Supporting Documentation Checklist

The table below outlines documents that must be included with your project application. Please attach these documents to your application under the title **SUPPORTING DOCUMENTATION** in the document type **DETAILED PROJECT DESCRIPTION** located at the end of the application. These documents are required as part of the department's review and assessment of your proposal; assessment of your application will be delayed without the required documents. These documents should be attached to your application in LaMPSS.

Document	Content
Detailed Project Description	Employer must attach a detailed description of the activities and include any relevant supporting documentation. Attach the relevant documents to your application online in LaMPSS.
Signed Letter of Attestation	Employer must provide a signed letter of attestation. In the case of training a new employee, the letter must state this employee will be hired as a result of the proposed training provided through the C-NL Job Grant program. In the case of training an existing employee, the letter must state the proposed training is of benefit to the current employee's development and continuation in employment with the business/organization.
Quote from the Training Provider	Employers must submit a quote for the training from the training provider that includes the dollar amount for each training recipient and contact information from the training provider, including name of a contact person, mailing address, email address and phone number.
Amount of In-kind wages to be paid to trainee	Employers must submit supporting calculations of what they are going to pay the trainee during training. This is only required for Small Businesses / Organizations training existing employees as this information is required in determining both employer and government cash contributions.
Business Plan	A business plan must be submitted if the employer has been in operation for less than one year.
Client Information Form	A standard Department of AES client information form is not required at the time of submission of the application but it will be required before funds can be expended in this program . Normally, this form is required to be completed within seven (7) days of the agreement being approved. (See Section 4 below.) A sample copy of this form is available on the C-NL JOB GRANT webpage and again, is required if the application is approved.
Client Consent to Release Information	A standard Department of AES client consent to release information form is not required at the time of submission of the application but it will be required before funds can be expended in this program . Normally, this form is required to be completed within seven (7) days of the agreement being approved. (See section 4 below.) The consent form must be signed by the trainee in order that the provincial government may share information with the federal government and the employer as needed in the administration and evaluation of this program. A sample copy of this form is available on the C-NL JOB GRANT webpage. It is noted in this checklist because it will be required later.

Submitting Your Application

Once you have completed the application, including the attachment of all required documentation, the application may be submitted to AES using the LaMPSS self-serve system.

In this section of the application, enter the information that was provided when your organization was registered in LaMPSS – your Organization’s ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

If you are having difficulty completing the online application in LaMPSS, please contact the Department of AES at 1 800 563 6600 and you will be directed to the appropriate AES Employment Centre for assistance. AES office locations can be found at:

http://www.aes.gov.nl.ca/empservices/AES_Employment_Centres.pdf

4. Notification of Official Approval

Once the application has been approved, the employer will be notified in writing. An Agreement/Contract outlining the reporting requirements and payment schedule will be forwarded to you for signature. Please sign the two copies of the Agreement/Contract sent to you; keep one copy for your records and send the other back to the Department of AES.

The employer must provide contact information for all the employees identified as training recipients and participating in the training within seven (7) days of approval. AES staff will contact the training recipients to complete an Initial Employee Contact Form. Participating training recipients must sign a Consent Form to allow collection, use and disclosure of personal information; this is standard for all AES programs. Both the Contact Form and Consent Form must be completed for each trainee before training begins. Staff with the department will also follow-up with participating training recipients following completion of the training. The Contact Form and Consent Form is available on the C-NL Job Grant website http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html

5. C-NL Job Grant Reporting Requirements

The requirements for Activity and Financial Reports for your Labour Market Agreement for C-NL Job Grant are outlined in your Agreement / Contract. Reports should be completed online using LaMPSS self-serve. If you are experiencing difficulty completing the reports online please call 1-800-563-8800 and you will be directed to an appropriate staff person for assistance.

Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the C-NL Job Grant Program. Provide the information for each activity and training in your Project Agreement. The number of reports required will depend on the duration of training and funding allocation. Notification of required reports will be sent to employers through the LaMPSS self-serve home page. Please note that the activity types you report on will be the ones you selected on your initial application form that included one or more of the following: Skills Enhancement Short Term Training; Skills Enhancement Job Specific; Skills Enhancement Skilled Trades; and Skills Enhancement Work Place Training.

Project Activity Reporting Requirements Table

Activity Type	Activity Number 1: Name – Complete an activity report for each activity included in this program. Example: SKILLS ENHANCEMENT SHORT TERM TRAINING
Update / Status for this Period	Provide an update for this activity.
Number of Project Participants/Trainees	Provide the number of training recipients that participated in this activity during this period; the total training recipients to date; and the number of training recipients expected for the remainder of the project.
Number who Achieved Employment, Continued Employment or Improved Employment	Provide the total number of training recipients that achieved employment, continued employment or improved employment as a result of the training and activity during this period; the total training recipients employed to date; and the number of training recipients expected to gain employments as a result of this activity for the remainder of the project.
Activity Costs Incurred	Please provide the actual costs (if any) for this activity to date.

Activity Type	Activity Number 2: Name – Complete an activity report for each activity included in this program. Example: SKILLS ENHANCEMENT JOB SPECIFIC
Update / Status this Period	Provide information needed as an update for this activity.
Number of Project Participants/Trainees	Provide the number of training recipients that participated in this activity and training during this period; the total training recipients to date; and the number of training recipients expected for the remainder of the project.
Number who Achieved Employment, Continued Employment or Improved Employment	Provide the total number of training recipients that achieved employment, continued employment or improved employment as a result of this activity and training during this period; the total training recipients employed to date; and the number of training recipients expected to gain employment as a result of this activity and training for the remainder of the project.
Activity Costs Incurred	Please provide the actual costs (if any) for this activity to date.

Note: Space is provided to add any additional relevant information related to each activity for this reporting period.

Completing a Financial Report

On a financial report the employer must specify the applicable start and end dates for the reporting period.

Please complete the financial report's detailed information using the example below.

Example: An employer applied for training for two (2) employees at a cost of \$15,000 each. The project was approved for \$20,000 which reflects the maximum allowable government contribution under C-NL Job Grant of \$10,000 for each training recipient. In this case, this is the second financial report. In the first report, only \$1,000 in materials and supplies was reported. In this report, the combined expenses during this reporting period are \$8,000 resulting from a \$4,000 tuition payment for each trainee (2 x \$4,000). Using the above scenario, the financial report would look as follows:

Participant Program Delivery			
Participant Cost Item	Approved Budget	Reported and Approved to Date	Reported Amt. this Period
Tuition	\$18,000	\$0	\$8,000
Materials and Supplies	\$1,000	\$1,000	\$0
Course Equipment	\$0	\$0	\$0
Course Related Medical	\$0	\$0	\$0
Registration	\$0	\$0	\$0
Text Books	\$1,000	\$0	\$0
Course Clothing	\$0	\$0	\$0
Subtotal	\$20,000	\$1,000	\$8,000
Financial Report Totals	Approved Budget	Reported and Approved to Date	Reported Amt. this Period
Total	\$20,000	\$1,000	\$8,000

Note: Space is provided to add any additional relevant information that is related to each activity for this reporting period.

Submitting Your Reports

Once your business or organization has finalized your reports, submit them using LaMPSS self-serve.

Enter the information that was provided when your organization was registered in LaMPSS – your Organization ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

6. C-NL Grant Program - Additional Terms & Conditions

Determining the size of the business/organization:

Small Business/Organization is defined as small or medium employers and not-for-profit organizations with 50 or fewer employees.

Large Business/Organization is defined as employers and not-for-profit organizations with 51 or more employees.

7. Contact Information

For any clarification or additional information, please contact 1-800-563-6600 or visit the Department of AES web site http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html